Exhibitor Manual

2014 Multinational BMD Conference and Exhibit

17-19 November 2014
JW Marriott Bucharest Grand Hotel
Bucharest, Romania

IMPORTANT: If this manual has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.

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2. Preliminary Program with Security Forms **(mandatory for all exhibitors)**
    - U.S. Citizen Form
    - Non-U.S. Delegate Form

3. Pico International (LA) Inc
   2716 Ocean Park Blvd Unite 1020
   Santa Monica, CA 90405
   TEL +1 310-450-1028
   FAC +1 310-450-7080
   www.pico.com
   Jiggs Ibarrola
   jiggs.ibarrola@us.pico.com

4. TWI Shipping Information

12 August 2014

Dear Exhibitor,

On behalf of AIAA, we would like to say thank you for your participation in and support of the **2014 Multinational BMD Conference and Exhibit.** This event would not be a success without the support of organizations like yours and we at AIAA would like you to know how much we appreciate your support.

This exhibitor service manual contains all of the information your organization will need regarding the logistics of this event. If you are not the person who should be receiving this, please forward it to the appropriate person as soon as possible.

Please note that this event has some additional requirements and items to be aware of that may differ from other events due to the sensitive nature of the conference topic. As such, please review the entire service manual.

AIAA strives to make our events the very best they can be. To that end, once the event has concluded we will be distributing an event survey to all exhibiting organizations. We ask that you please take a few moments to complete the survey and provide us with your feedback. Your constructive criticism is welcome and encouraged.

If we can be of assistance in preparing for this event, while onsite, or after the event has concluded, please feel free to contact us. Once again, thank you for supporting this event.

Regards,

Jean

AIAA Event Manager
jeanr@aiaa.org

Exhibit Hours

Set Up	Sunday, 16 November	0800-1700
Set Up	Monday, 17 November	0700-1500
Show Open/Reception	Monday, 17 November	1700-1830
Show Open	Tuesday, 18 November	0900-1700
Show Open	Thursday, 19 November	0900-1200
Tear Down	Thursday, 19 November	1200-2200

2014 Multinational BMD Conference
Specific Information

Do's and Don'ts

In addition the rules and regulations found elsewhere in this exhibitor service manual, the following items must also be adhered to by all exhibitors and their support personnel:

Photographs

No photographers or press will be permitted in the exhibition area without MDA approval.

Electronic Devices

Computers, Laptops, Routers: All internet or local type computer peripherals are to be "hardwired". It is not permitted to operate "wireless" computers, laptops or routers in the exhibit or conference area; this includes Blackberry type devices. **Mobile Phones:** Mobile phones will be allowed in the exhibit area.

Giveaways/Promotional Items

No company logos can be displayed on any of the large giveaway items (i.e. bags) distributed at the event. This restriction is to avoid advertising the event outside the building. If a logo is seen on a large giveaway item the exhibitor will be asked to remove them.

Smoking

There will be NO Smoking permitted inside the exhibit hall/venue.

Exhibit Hall Access during Set-up/Tear-Down

All personnel who will be participating in the installation and dismantling of your booth are required to be registered in order to access the exhibit area. Exhibitors and temporary labor (display house/stand builder personnel) will register with event security by showing a valid government issued Photo ID and will be issued a wristband that must be worn while in the exhibit area. This is a daily process. The

exhibitor-appointed contractor must furnish AIAA and Assistant Conference Security Manager Exhibit Security with a list of employees who will be working on the exposition floor, and see that they have and wear at all times the temporary set-up and tear-down badges and/or wrist bands that will be provided by AIAA and/or Conference Security.

International Traffic in Arms Regulations

U.S. Companies providing exhibits in AIAA open forums are responsible for ensuring that technical data displayed via their exhibits, to include any associated technical discussions, is in compliance with the International Traffic in Arms Regulations (ITAR). This may be accomplished by obtaining public release clearance for technical data displayed in industry exhibits and associated technical discussions or by obtaining a State Department-issued Export License for all countries attending the conference. U.S. exhibitors should seek further guidance from their company Empowered Official for Export Control matters.

U.S. attendees and participants are likewise advised that the disclosure of any ITAR-controlled information (through formal presentations/discussions for informal discussions) must be pre-authorized by either a State Department-issued Export License or a formal Foreign Disclosure Authorization issued by the cognizant Disclosure Authority for the organization that owns the information.

Important Deadlines

Item	Deadline
Exhibit Listing Form	30 September 2014
Security Clearance Form (Due to MDA)	31 October 2014
EAC Registration Form	31 October 2014

Exhibit Guide Listing Form

Deadline: 30 September 2014

Please complete this form and return it to **Jean Riley** at jeanr@aiaa.org by the above deadline for inclusion in the Exhibits Guide. Late submissions may be omitted. The information you provide will be used verbatim except for the correction of obvious typographical errors, so please be sure to proofread your content prior to submission.

Part I – Your contact information – for AIAA internal use only

Contact Person:		Email Address:	
Telephone Number:		Fax Number:	

Part II – <u>For use in the Exhibit Guide</u>

Exhibiting Organization Name:	
Street Address:	
City, State, Zip/ Postal Code:	
Country:	
Website URL:	
Email Address to be listed in Exhibit Guide:	
Company Description: (**50 words or less**)	

Using an Exhibitor Appointed Contractor

If an exhibitor requires a service-contracting firm other than the designated contractor to install, dismantle, or work on their booth, notification must be provided to AIAA 30 business days prior to the show. Exhibitors must complete, sign and return the Exhibitor Appointed Contractors Form enclosed. If credentials are not on file, contractors may be prohibited from entering the show floor**. AIAA will not supply information to display houses who are "bidding" for your business. The exhibitor must make any request for information required in writing to Arata.**

An exhibitor may employ the services of an exhibitor-appointed contractor to install and dismantle the display, providing the exhibitor and the independent installation and dismantling contractor comply with the following requirements:

The exhibitor-appointed contractor must abide by all show and building rules and regulations. **IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SURE ARATA HAS THIS INFORMATION WHICH IS PROVIDED IN THIS EXHIBITOR MANUAL AND SENT TO THE EXHIBITOR.**

1) The exhibitor must notify ARATA of the intention to use an independent contractor by ***1 October 2013*****,** furnishing the name, address, and telephone number of the firm as well as the name(s) of the onsite appointed contractor(s).
2) The exhibitor-appointed contract must abide by all show and building rules and regulations. **IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SURE THE NON OFFICIAL CONTRACTOR HAS THIS INFORMATION WHICH IS PROVIDED IN THIS EXHIBITOR MANUAL.**
3) The non official contractor must have all licenses, permits, or bonding required by the federal, state, county or municipal governments, and the exposition hall management prior to commencing work, and shall provide Arata with evidence of compliance.
4) **The non official contractor must have purchased, and have in effect, insurance, and have provided Arata with a copy of a valid insurance certificate within 30 days of the event. AIAA must be named as additional insured.** This insurance must be maintained in a financially sound insurance company admitted and licensed to provide insurance in the state where the exhibitor-appointed contractor is domiciled for the following coverage**:**
    a. **An active worker's compensation insurance policy covering all permanent employees and all temporary labor hired to perform work on this event.**
    b. **Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than $1,000,000.00 each occurrence.**
    c. **Automobile liability insurance of not less than $500,000.00 for bodily injury and property damage, each occurrence.**
5) The non official contractor must follow the scheduled work times or pay any additional cost incurred because of extended hours.
6) The non official contractor must furnish Arata with a list of employees, who will be working on the exposition floor, and see that they have and wear at all times the temporary set-up and tear-down badges that will be provided by AIAA.
7) The non official contractor must not solicit business on the show floor.
8) The non official contractor must confine their operation to the exhibit area of their client(s). No service desk, storage areas, or other work facilities will be located elsewhere at the exhibition site.
9) The non official contractor must comply with labor agreements and practices, and must not commit or allow to be committed by persons in their employment, any acts that could lead to work stoppages, strikes, or labor problems.
10) The exposition floor, aisles, loading docks, service, and storage areas will be under the control of AIAA's official service contractor. The non official contractor must coordinate activities with the official service contractor. Appeals of the decisions of the show manager will be made to AIAA, who will render the final and binding determinations.
11) Violation of above stated rules will lead to expulsion from the exhibit hall.

Exhibitor Appointed Contractor Registration Form
Deadline: 31 October 2014

This form must be completed and submitted to Jean Riley jeanr@aiaa.org by the deadline of 30 days prior to exhibitor move-in. Forms submitted without an accompanying certificate of insurance will be considered incomplete and those EAC's will not be permitted on the show floor.

Part I – Your contact information – for AIAA internal use only

Contact Person:		Company Name:	
Telephone Number:		Email address:	

Part I – EAC Contact Information

EAC Name:	
Contact Person:	
Telephone Number:	
Email Address:	
Fax Number:	
Address:	
Service Being Provided:	
Is this company an advertising or service company who will subcontract the work to another firm?	Yes or No?

General Rules

International Traffic in Arms Regulations

AIAA exhibitors are reminded that their exhibits at the conference could be controlled by the International Traffic in Arms Regulations (ITAR). U.S. Organizations are responsible for ensuring that technical data they display via their exhibits in open forums to non-U.S. Nationals in attendance should be compliant with the ITAR export restrictions. U.S. Nationals are likewise responsible for ensuring that they do not discuss ITAR export-restricted information with non-U.S. Nationals in attendance.

Booth Staffing

Exhibitors agree to abide by the installation and dismantling times set by AIAA and to have at least one person staffing their booths during published exhibition hours. Exhibitors who vacate their booths prior to the published dismantle time without permission of the show manager may be subject to penalties applied at the discretion of AIAA. The penalties can range from loss of priority status to exclusion from any and all AIAA events.

Operating Area

AIAA reserves the right to impose limitation on noise levels and any other method of operation, which becomes objectionable. Any distribution of literature or samples shall be limited to the exhibitor's booth.

Carpet/ Floor Covering

Floor covering is required for all exhibits at all AIAA events. Ballroom CD at Space 2013 is carpeted.

Children

For safety reasons, no persons under the age of 18 are allowed in the exhibit hall without parental supervision at any time.

Shoes

For your own safety, **no open toe shoes or sandals of any kind are permitted in the exhibit hall during move-in or move-out.**

Display Rules

In-line Booths

In-line booths are generally arranged in succession and exposed to an aisle on one side. In-line booths are sometimes referred to as “Linear Booths”.

Size

The standard In-line booth size in the US is 10’x10’ (3.05m x 3.05m) although there are exceptions where the depth of the booth will vary and the space offered is 9’x10’, 8’x10’ and in some extreme cases even 5’x10’. These variations are usually as a result of trying to maximize a small space.

Rules Applying to In-line Booths

Without concern for the number of In-line Booths used (i.e. 10x20, 10x40), booth displays should be set up in such a way so as to not obstruct the sight lines of other booths. The maximum height of 8 feet is allowed in the rear ½ of the space, and a maximum height of 4 feet in the front ½ of the space to the aisle. Note: when three or more In-line booths are utilized in combination of a single space, the 4 foot height limitation only applies to that portion of the booth within 10’ of an adjoining booth. In other words for any In-line booth space longer than 30’, the 4 foot restriction is only applied to the 10’ booth sections on the left and right extremes of the space.

Variations to In-line Booths

There are two variations to In-line booths and they are the Corner Booth and the Perimeter Booth. A Corner Booth is defined as an In-line booth that is exposed to aisles on two sides. All rules that apply to standard In-line booths apply to Corner Booths without exception. A Perimeter Booth is an In-line Booth that backs to a wall or otherwise has no other booths behind it. A Perimeter Booth may deviate from standard In-line Booth rules only to the extent that the maximum backwall height may go as high as 12’.

Hanging Signs

Hanging signs of any type are not permitted for In-line booths in any configuration.

End-cap Booths

An End-cap booth is defined as two In-line booths that are exposed to aisles on three sides.

Rules Applying to End-cap Booths

While some events do allow the use of End-cap booths, the rules that are generally applied in order to maintain sight-lines tend to be quite confusing and are extremely limiting to the point where the usable space is only 50% of the total. To eliminate the issues that come with them, End-cap booths are not permitted.

Peninsula Booths

A Peninsula Booth is composed of at least 4 contiguous booths and is exposed to aisles on three sides. There are two variations to the Peninsula Booth; a) one which backs up to In-line booths and b) one which backs up to another Peninsula Booth and are sometimes referred to as a "Split-Island Booth".

Size

Peninsula Booths are generally 20'x 20' or larger but can vary in one dimension depending on the standard booth established for the event, i.e. if the standard In-line booth is 8'x10' then a Peninsula Booth would be 16' x 20' or larger.

Rules Applying to Peninsula Booths

In-line - When a Peninsula Booth backs to two In-line booths, backwall height is restricted to 4 feet within 5 feet of each aisle to allow for reasonable sight-lines for the adjacent In-line booths. The maximum height is 16' including signage for all other parts of the space.

Split-island – When a Peninsula Booth shares a common backwall with another Peninsula Booth, the entire cubic content of the space may be used without any backwall sight-line restrictions up to a maximum height of 16'.

Hanging Signs

Hanging signs are permitted to a maximum height of 16' (to the top of the sign) and should be set back at least 10' from adjacent booths. Those exhibitors who wish to use a hanging sign must submit a request (written request, and any applicable line drawings or renderings) to AIAA at least 30 days prior to installation. All hanging signs must be installed by the official general service contractor/ decorator or their designee (in some cases this will be the facility itself). In other words, exhibitors are prohibited from contracting to have their sign hung by any entity not designated in the service kit.

Island Booths

An Island booth is any size booth that is exposed to aisles on all sides.

Size

Island Booths are generally 20'x20' or larger.

Rules Applying to Island Booths

The entire cubic content of the space may be used up to the maximum height of 16'.

Hanging Signs

Hanging signs are permitted to a maximum height of 16' (to the top of the sign) and should be set back at least 10' from adjacent booths. Those exhibitors who wish to use a hanging sign must submit a request (written request, and any applicable line drawings or renderings) to AIAA at least 30 days prior to installation. All hanging signs must be installed by the official general service contractor/ decorator or their designee (in some cases this will be the facility itself). In other words, exhibitors are prohibited from contracting to have their sign hung by any entity not designated in the service kit.

Other Things to Consider

More on Hanging Signs

PLEASE NOTE: Hanging points for signs may differ from actual ceiling heights and may depend on the weight of the sign. This information must be requested of the general service contractor/ decorator BEFORE asking for approval by show management. As a general rule, AIAA allows the top of the hanging sign to be no more than 16 feet from the floor when being hung over an island or peninsula booth. This is a *general rule* and varies depending on ceiling height and other factors. Please get the appropriate approvals before designing your display and hanging signs!!

Structural Integrity

Displays should be designed, constructed and erected in such a way that will withstand normal contact caused by neighboring exhibitors, hall laborers or vibration caused by equipment such as forklifts and boom lifts. Exhibit structures should also be able to tolerate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Multi-story Exhibits

A Multi-story Exhibit is a display where the structure is in excess of 12 feet, and includes double and triple-decker booths. Some venues require prior approval of multi-story exhibits by the facility and/or applicable local government authorities because it is deemed to be a "structure" for building purposes. A building permit based on an application and drawings prepared and submitted by a licensed architect or engineer may need to be obtained. It is the exhibitor's responsibility to make sure that they are in compliance with local building regulations and as this can be a lengthy process to start early on to ensure that all time constraints are met.

Towers

A tower is a freestanding exhibit component. Towers taller than 8 feet should have drawings available for inspection. As with multi-story exhibits local regulations in many facilities strictly govern the use of towers. A building permit may be required.

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA). Information regarding ADA compliance is available online from the US Department of Justice at www.usdoj.gov/crt/ada/infoline.htm

Flammable and Toxic Materials

All materials used in the construction of displays should be made of fire retardant materials and be certified as flame retardant. Materials that cannot be treated to meet the requirements should not be used. A flame proofing certificate should be available for inspection. It is the exhibitor's responsibility to dispose of any waste products they generate during the event in accordance with guidelines established by the US EPA and local authorities.

Electrical

Every exhibit facility has different electrical requirements and many require exhibitors to obtain all electrical connections (extension cords, power strips etc.) from them. In addition to reviewing the buildings requirements, it is suggested that these minimum guidelines be followed:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage".
- Cord wiring above floor level can be "SJ" which is rated for "hard usage".
- Using cords normally made for use in homes are not recommended and are often prohibited. Cube taps are also not recommended and frequently no permitted.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

Lighting

The following guidelines should be considered when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting must be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Potentially harmful lighting elements, such as ultraviolet lighting or lasers, must comply with facility rules and must be approved in writing by AIAA.
- Lighting effects should be tasteful and not interfere with other exhibitors or otherwise detract from the general atmosphere of the event.

Please complete and send this form to Jean Riley at jeanr@aiaa.org or to fax to 703-264-7551.

Year 2014 Multinational BMD Conference and Exhibition

17–19 November 2014
Bucharest, Romania
JW Marriott Bucharest
Grand Hotel

www.aiaa.org/mnc2014

Conference and Security Registration Deadline: 31 October 2014

MISSILE DEFENSE AGENCY
DEPARTMENT OF DEFENSE

AIAA
Shaping the Future of Aerospace

Agenda

Overview

Delegates attending this year's conference will have the opportunity to hear views from various nations on key issues facing the missile defense community and to discuss national policies and operational issues related to defeating ballistic missile threats. Expected attendance includes government and industry representatives from more than 20 nations.

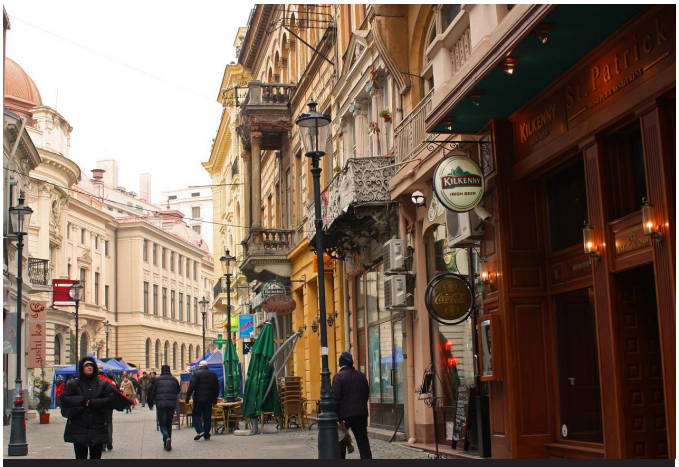
Conference Structure

The material presented on the opening day of this conference will be appropriate for public dissemination, though media will not be in attendance. Controlled unclassified sessions (days 2 and 3) will provide authorized delegates access to information that is protected by limited distribution and other need-to-know controls, where access or distribution limits have been applied in accordance with applicable national laws or regulations. It includes information that has been declassified but remains controlled.

Hotel Information

AIAA has made arrangements for a block of rooms at the JW Marriott Bucharest Grand Hotel.

To make a reservation, visit aiaa.org/mnc2014 and click the Plan Your Trip link. Appropriate credit card information is required at the time of the booking. Reservations are on a first-come, first-served basis while availability lasts.



The Lipscani District of Bucharest

Pasajul Macca Vilacrosse

The JW Marriott Bucharest Grand Hotel

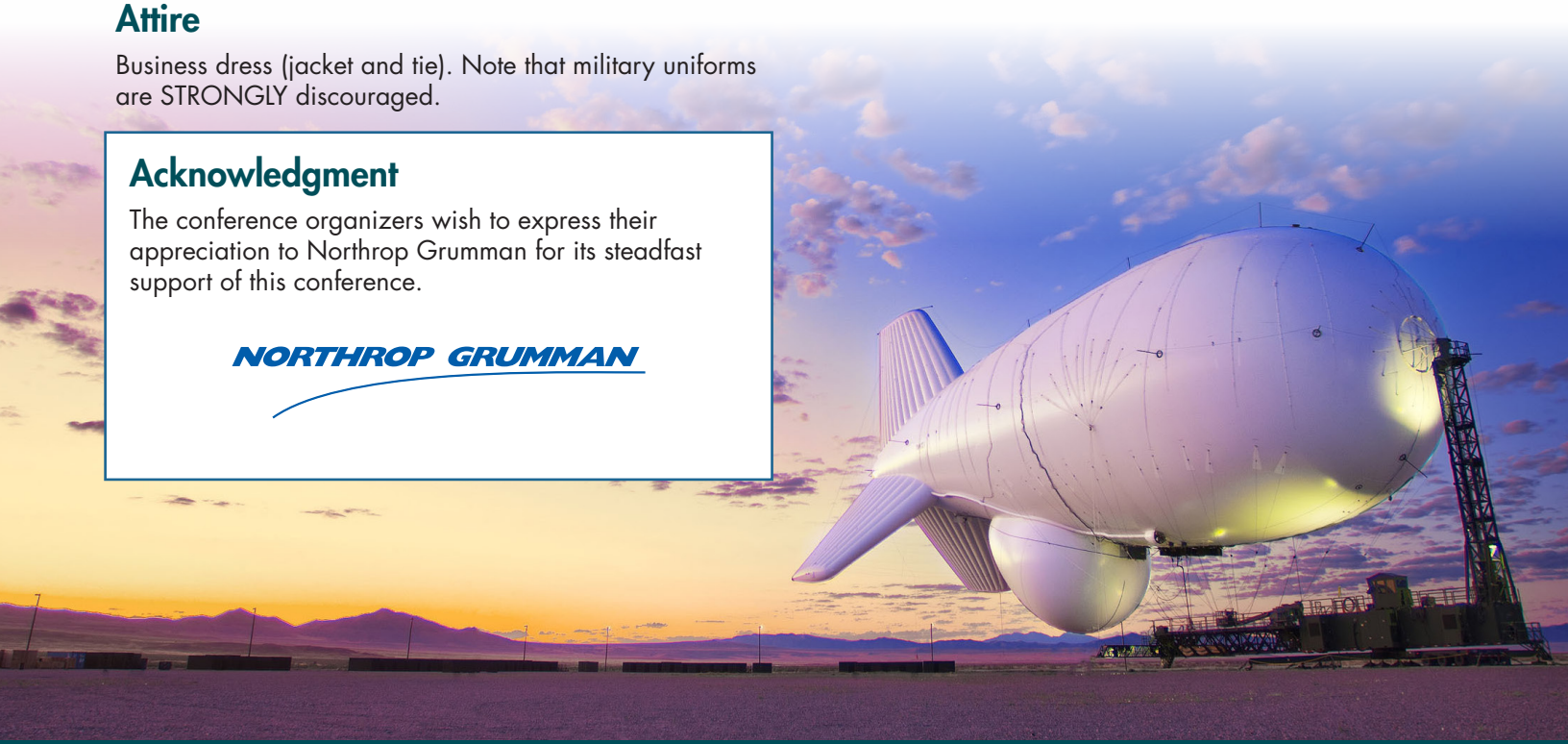
Attire

Business dress (jacket and tie). Note that military uniforms are STRONGLY discouraged.

Acknowledgment

The conference organizers wish to express their appreciation to Northrop Grumman for its steadfast support of this conference.

NORTHROP GRUMMAN



Monday, 17 November

0800 hrs

Session 1

Welcome Address and Conference Overview

- Keynote Addresses by Senior Delegates and Government Officials
- Award Ceremony

1200 hrs

Lunch

1330 hrs

Session 2

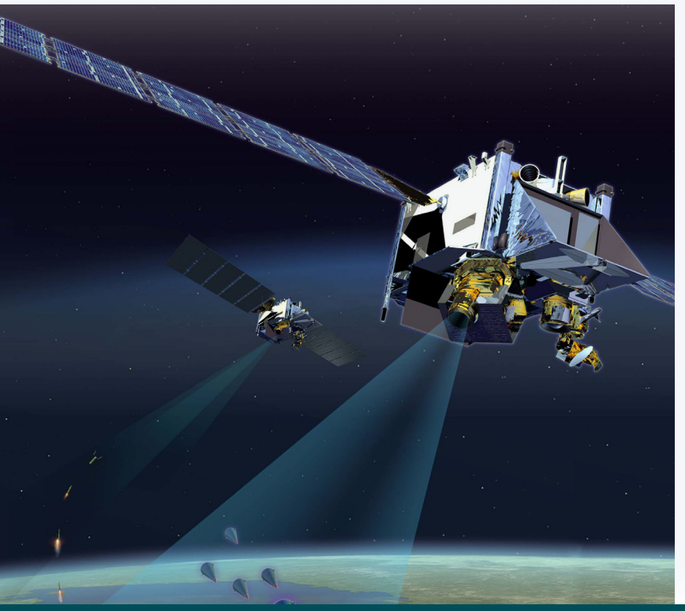
- Continued Keynote Addresses by Senior Delegates and Government Officials

1700 hrs

Networking Social with the Exhibitors

1830 hrs

Adjournment



Tuesday, 18 November

0800 hrs

Concurrent Technical Sessions

Session 3A

Missile Defense Issues

- Details to come

Session 3B

Technical Progress & Initiatives

- Details to come

1200 hrs

Lunch

1330 hrs

Concurrent Technical Sessions

Session 4A

Exercises and Real-World Events

- Details to come

Session 4B

Architectures and C2

- Details to come

1700 hrs

Northrop Grumman Reception at Parliament Palace

Wednesday, 19 November

0800 hrs

Session 5

Panel Sessions

- Panel discussions with senior leaders on critical missile defense topics

1200 hrs

Lunch

1330 hrs

Session 6

Major Program Updates

- Government presentations provide updates on missile defense programs across the globe

1700 hrs

Conference Adjournment

Program at a Glance

www.aiaa.org/mnc2014

Exhibition

The exhibition will provide delegates with a view of current and future missile defense capabilities. Featured are a display of system and element models, mock-ups, and related multimedia.

If your organization is interested in exhibiting this year, please contact (Mr.) Chris Grady at **chrisg@aiaa.org or 703.264.7509**.

Current exhibitors include:

BOEING

LOCKHEED MARTIN

IAI

MEADS
WORLD CLASS THEATER AIR & MISSILE DEFENSE

NORTHROP GRUMMAN

Orbital

Registration and Security Overview

Registration Procedures

The enclosed AIAA conference registration form must be completed by all delegates (including speakers) and received with payment at AIAA by 31 October 2014.

ALL SESSIONS (17–19 November 2014)

Conference $1,364

AIAA Member/Government $1,165

Registration fees include session and exhibition attendance, networking coffee breaks, and a daily lunch. Conference registration refunds will be provided if a written cancellation is received by 3 November 2014. There is a $100 cancellation processing fee.

Please note that you are not registered unless both the AIAA registration form and the MDA security form are submitted and processed.

For questions, please contact Sandra Turner at sandrat@aiaa.org.

Online Registration

Online registration using a secure server is available at www.aiaa.org/mnc2014.

On-Site Registration

On-site registration opens Sunday, 16 November 2014, from 1600–1900 hrs at the JW Marriott Bucharest Grand Hotel.

Attendance Confirmation

Delegates whose registrations are processed after 31 October 2014 may not necessarily receive confirmation prior to the conference. However, all delegates whose registration fee and security clearance have been received by 31 October 2014 can expect to receive written acknowledgment.

Questions about security clearance should be referred to the MDA Security Operations Conference Badging Office at 571.231.8098 or fax inquiries to 571.231.8099

Conference Security

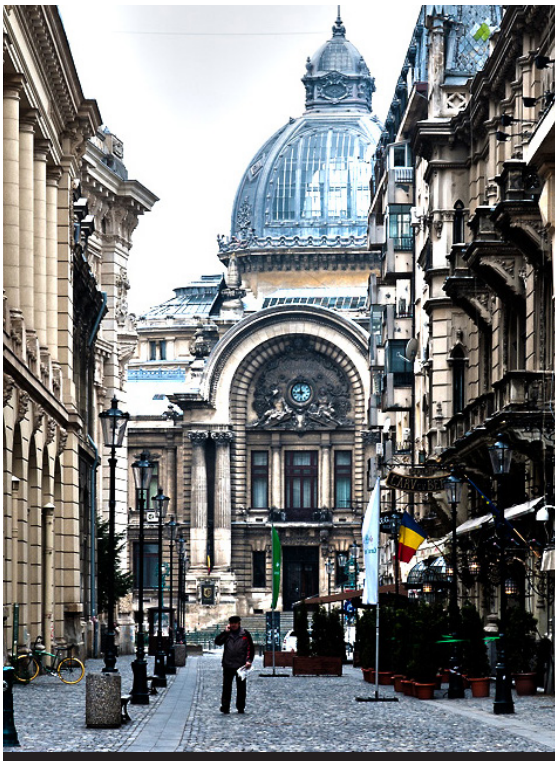
All delegates must have a NEED-TO-KNOW for the information that will be discussed at the conference. Attendance is therefore by invitation only and not widely advertised or otherwise solicited.

Please observe these basic criteria if you choose to pass this invitation on to another person. Only registrants with a U.S. SECRET, NATO SECRET, or other U.S. government–recognized foreign equivalent clearance and a validated need-to-know will be allowed to attend all three days of the conference, including open and controlled unclassified sessions. Delegates from invited nations with validated need-to-know but for whom a security clearance has not been received may only attend the sessions on Monday. Delegates must submit the following forms to successfully register for the conference. Please note that there are separate forms and instructions enclosed for U.S. and non-U.S. badging purposes, as well as the conference registration form.

1. All delegates (including presenters, session chairs, exhibitors, support staff, etc.): Submit enclosed Conference Badging Form (non-U.S.) or Conference Security Form (U.S.) to MDA.
2. Non-U.S. delegates: Submit Visit Authorization Request (VAR) through appropriate national channels to MDA. The VAR should note that the delegate will be attending the **Year 2014 Multinational BMD Conference and Exhibition in Bucharest, Romania, 17–19 November 2014.**
3. Submitting security clearance and badging forms does not automatically register you for the conference. Do not send conference registration forms or fees to MDA.

All required clearance and badging forms must be received at MDA by 31 October 2014. Access to the controlled unclassified sessions on Tuesday and Wednesday will be controlled by security personnel based upon approved VAR, security clearance certification rosters, and completed (paid) conference registration. Delegates will not be allowed to bring electronic equipment of any kind (e.g., portable telephones, pagers, computers, digital assistants, organizers, dictionaries, recording devices, cameras, etc.) into the conference area. Luggage and other baggage items will not be allowed. All handbags and personal possessions will be inspected upon entry into the conference area, or as required.

Note taking will not be permitted in or around the conference site during the controlled unclassified sessions. Books, magazines, flyers, brochures, and other paper products will not be allowed into the controlled conference area. Security spot checks may be made at any time.



Bucharest

Conference Badging Form Submission Instructions
U.S. CITIZENS ONLY

This form for U.S. citizens only must be submitted to provide information and photograph required for the conference badge. Individuals granted a security clearance (U.S. SECRET or higher) and those having a valid need-to-know may request authorization to participate in all sessions of the three-day conference. Individuals who do not possess a security clearance but have a valid need-to-know may request authorization to attend only the OPEN sessions on Monday.

1. Complete parts 1, 2, and 3, and the additional parts as specified under part 2 of the category of attendee selected.
2. Part 4 must be completed by your security manager or facility security officer (FSO) certifying your security clearance.
3. Part 5 must be completed by your U.S. government representative certifying your need-to-know.
4. Part 6 must be completed to receive e-mail notification confirming the status of your security clearance form submission. Please enter your e-mail address in the boxes provided (one character/symbol per box).
5. Submission to MDA: After properly completing the security form and obtaining all the certifying signatures, scan and email form to: bmdconference@mda.mil or fax the form to:

   Missile Defense Agency/SOC
   Year 2014 Multinational BMD Conference and Exhibition
   Fax: 571.231.8099

6. Photographs are required for the conference badge. Please provide by **31 October 2014** a 300 dpi or greater, 2 x 2 inches or greater in size, to MDA/SOC using one of the following methods:

   a. Email (Recommended by MDA)

   1. The JPEG file name must be the name of the person contained in the JPEG file. Format for naming the file is "Last Name, First Name, Middle Initial.JPG."
   2. The subject line of the email must be Year 2014 BMD. The body of the email must contain the name of the individual in the picture.
   3. Send the JPEG photograph as an attachment to bmdconference@mda.mil.

   b. Express Mail or courier service

   1. Photograph (in JPEG format) must be stored on CD or DVD media disk.
   2. The JPEG file name must be the name of the person contained in the JPEG file. Format for naming the file is "Last Name, First Name, Middle Initial.JPG."
   3. Please ensure a memo is enclosed identifying the full name (last, first, middle initial) of the individual contained on the CD or DVD media disk.
   4. Forward the complete package to:

      MDA/SOC
      Building 245
      5700 18th Street
      Fort Belvoir, VA 22060-5573

      Please use a delivery service (i.e., FedEx, UPS, DHL) or other courier, or deliver by hand. The U.S. Postal Service may take longer to make the delivery.

All conference security forms must be received at MDA by **31 October 2014.** For questions concerning completion of the security clearance form or submission to MDA/SOC, please contact MDA Security Operations Center (SOC)/Conference Badging Office at 571.231.8098.

Register for the conference through AIAA. Submitting a security clearance form does not register you for the conference. Do not mail an AIAA conference registration form or fee to MDA.

This form must be received at MDA/SOC by 31 October 2014.

THIS FORM IS FOR U.S. CITIZENS

CONFERENCE SECURITY FORM

(See reverse for submission instructions)

Year 2014 Multinational Ballistic Missile Defense Conference & Exhibition

17–19 November 2014

JW Marriott Bucharest Grand Hotel

Please print all information legibly. Unreadable forms will be returned to the originator without processing.

Attendance at the ***Year 2014 Multinational Ballistic Missile Defense Conference & Exhibition*** is limited to those personnel actively engaged in work related to the subject matter of the conference. Individuals must possess at least a U.S. Secret clearance. The need-to-know for the information to be presented must be certified in order to attend any element of the conference. Hand carried conference badging and U.S. security clearance certification forms will not be accepted at the conference site.

PART 1: TYPE OF CONFERENCE ATTENDEE *(check only one box below):*

❑ MDA Employee (U.S. Government–Civilian)
❑ MDA Employee (U.S. Government–Military)
❑ MDA Employee (Contractor)
❑ Other U.S. Government (Civilian)
❑ Other U.S. Government (Military)
❑ U.S. Industry (Contractor)
❑ Other (specify: _____)

PART 2: CATEGORY OF CONFERENCE ATTENDEE *(check only one box below):*

❑ Delegate/All Sessions–Open and Controlled Unclassified–Complete Parts 3, 4, 5 and 6
❑ Exhibitor/All Sessions–Open and Controlled Unclassified–Complete Parts 3, 4, 5 and 6
❑ Exhibitor/No Sessions–Complete Part 3
❑ MDIOC Staff/All Sessions–Open and Controlled Unclassified–Complete Parts 3, 4, 5 and 6
❑ MDIOC Staff/No Sessions–Complete Part 3
❑ Invited Speaker (Attending Only to Deliver Invited Speech/Presentation)
❑ Delegate/Open Sessions Only–Completed Parts 3 and 5
❑ Exhibitor/Open Sessions Only–Complete Parts 3 and 5
❑ Support Staff/No Sessions–Complete Parts 3 and 4
❑ MDIOC Staff/Open Sessions Only–Complete Parts 3 and 5
❑ Security–No Sessions–Complete Parts 3 and 4

PART 3: ATTENDEE/DELEGATE INFORMATION

_____ _____ _____
Last Name/First Name/Middle Initial | Your Name as You Would Like It to Appear on Badge | Social Security Number

_____ _____ _____ _____
Title or Military Rank & Branch | Office Phone | Date of Birth – mm/dd/yr | Place of Birth – City/State/Country

_____ – _____
Company or Organization Name, Address (City, State, Zip Code)

❑ Please check this box if you attended the ***Year 2013 Multinational BMD Conference & Exhibition, Warsaw, Poland.***

PART 4: CLEARANCE CERTIFICATION BY SECURITY MANAGER/FACILITY SECURITY OFFICER (FSO)

It is certified that the individual listed above possesses a _____ security clearance issued on _____ by _____.

_____
Organizational Name and Address of Certifying Official

_____ _____ _____
Printed Name and Title of Certifying Official | Phone Number | SC No./Cage Code (Industry Only)

_____
Certifying Officials Signature/Date Signed

PART 5: NEED TO KNOW CERTIFICATION BY U.S. GOVERNMENT OFFICIAL

_____ _____ _____
Printed Name of Certifying Official | Phone Number | Contract Number (Industry Only)

_____ _____
Signature/Office Symbol | Date Signed

PART 6: EMAIL NOTIFICATION

Provide your email address if you wish to receive notification of your registration status by MDA/SOC. (One character/symbol per box.)

This form must be received at MDA/SOC by 31 October 2014.

FOR MDA/SOC USE ONLY

Date Form Received: _____ Attendee Code: _____ Date Entered Database: _____

Discrepancies: Form Not Readable: _____ No Picture: _____ No FSO Signature: _____ No NTK Signature: _____

Notified by: (check one: ❑ Email ❑ Phone) on _____ for receipt/status or discrepancy notification.

Conference Badging Form Submission Instructions
NON-U.S. DELEGATES and OTHER ATTENDEES

This form for non-U.S. Delegates must be submitted to provide information and a photograph required for the conference badge, and to review appropriate databases for your approved Visit Authorization Request (VAR). Individuals granted a security clearance by their government (equivalent to U.S. SECRET or higher) and those having a valid need-to-know may request authorization to participate in all sessions of the three-day conference. Individuals who do not possess a security clearance granted by their government but have a valid need to know validated by their government may request authorization to attend only the OPEN sessions on Monday.

1. To obtain authorization to attend the conference, MDA/SOC must receive the following by **31 October 2014:**
   a. Properly completed Conference Badging Form for non-U.S. citizens.
   b. Digital photograph in JPEG format.
   c. U.S. approval of a valid VAR submitted through embassy channels to the U.S. Defense Intelligence Agency/Foreign Affairs Liaison Office.
2. Submission to MDA: After properly completing the security form and obtaining all the certifying signatures, scan and email form to: bmdconference@mda.mil or fax the form to:

   Missile Defense Agency
   Attn: SOC/Conference Badging Office
   Fax: 571.231.8099
3. Photographs are required for the conference badge. Please provide a JPEG digital photograph (from middle of chest to top of head), 300 dpi or greater, 2 x 2 inches or greater in size, to MDA/SOC using one of the following methods:
   a. Email (Recommended by MDA)
      1. The JPEG file name must be the name of the person contained in the JPEG file. Format for naming the file is "Last Name, First Name, Middle Initial.JPG."
      2. The subject line of the email must be Year 2014 BMD. The body of the email must contain the name of the individual in the picture.
      3. Send the JPEG photograph as an attachment to bmdconference@mda.mil.

   b. Express Mail or courier service
      1. Photograph (in JPEG format) must be stored on CD or DVD media disk.
      2. The JPEG file name must be the name of the person contained in the JPEG file. Format for naming the file is "Last Name, First Name, Middle Initial.JPG."
      3. Please ensure a memo is enclosed identifying the full name (last, first, middle initial) of the individual contained on the CD or DVD media disk.
      4. Forward the package to:

         MDA/SOC
         Building 245
         5700 18th Street
         Fort Belvoir, VA 22060-5573

         Please use a delivery service (i.e., FedEx, UPS, DHL) or other courier. The U.S. Postal Service may delay delivery.
4. Submission of Visit Authorization Requests (VAR): All non-U.S. delegates must forward a VAR to the Defense Intelligence Agency through their Embassy in Washington, D.C., in accordance with U.S. foreign visit procedures. Please insert the following as "Point of Contact" information on all VARs: Mr. Robert Helfant (571.231.8286) or Ms. Jessica Jenq (571.231.8288). The VAR must list the following stated purpose of the request:

"To attend/support participation in the Missile Defense Agency (MDA) supported Year 2014 Multinational BMD Conference and Exhibition in Bucharest, Romania, 17–19 November 2014."

National Embassies shall forward the VAR to the Defense Intelligence Agency at the following address:

Defense Intelligence Agency
Foreign Liaison Office
The Pentagon
Room 1E811
Washington, DC 20301

All conference security forms must be received at MDA by 31 October 2014. For questions concerning completion of the security clearance form or VAR, please contact MDA Security Operations Center (SOC)/Conference Badging Office at 571.231.8098.

Register for the conference through AIAA. Submitting a security clearance form does not register you for the conference. Do not mail an AIAA conference registration form or fee to MDA.

This form must be received at MDA/SOC by 31 October 2014.

THIS FORM IS FOR NON-U.S.CITIZENS

CONFERENCE BADGING FORM

(See reverse for submission instructions)

Year 2014 Multinational Ballistic Missile Defense Conference & Exhibition

17–19 November 2014

JW Marriott Bucharest Grand Hotel

Please print all information legibly. Unreadable forms will be returned to the originator without processing.

Attendance at the ***Year 2014 Multinational Ballistic Missile Defense Conference and Exhibition*** is limited to individuals professionally qualified and actively engaged in work related to the subject matter of the conference. Individuals granted a security clearance by their government (equivalent to a U.S. Secret or higher security clearance), and those having a valid need-to-know, may request authorization to participate in all sessions of the three-day conference. Individuals who do not possess a security clearance granted by their government, but with a valid need-to-know, may request authorization to attend only the open sessions on day one.

In addition to this form, delegates must forward a Visit Authorization Request (VAR) to the Defense Intelligence Agency through their Embassy in Washington, D.C. in accordance with U.S. foreign visit procedures (See reverse of this form).

CATEGORY OF CONFERENCE ATTENDEE *(Check Only One Box Below):*

- ❑ Delegate/All Sessions–Open and Controlled Unclassified
- ❑ Exhibitor/All Sessions–Open and Controlled Unclassified
- ❑ Exhibitor/No Sessions
- ❑ MDIOC Staff/All Sessions–Open and Controlled Unclassified
- ❑ Invited Speaker (Attending Only to Deliver Invited Speech/Presentation)
- ❑ Delegate/Open Sessions Only
- ❑ Exhibitor/Open Sessions Only
- ❑ MDIOC Staff/Open Sessions Only
- ❑ MDIOC Staff/No Sessions

ATTENDEE/DELEGATE INFORMATION

Last Name/Surname/Family Name – First Name/Christian Name/Given Name – Initial

Country of Citizenship

Your Name as You Would Like It to Appear on Badge

Title or Rank

Date of Birth – mm/dd/yr

Place of Birth – City/State/Country

Passport Number and Country that Issued the Passport

Phone Number at Which You Can Be Contacted

Company/Organization

Company/Organization Phone Number (If dialed from the U.S.)

Company/Organization Address/Street/City/Country

Name of Embassy Processing Visit Request

❑ Please check this box if you attended the ***Year 2013 Multinational BMD Conference & Exhibition, Warsaw, Poland.***

EMAIL NOTIFICATION

Provide your email address if you wish to receive notification of your registration status by MDA/SOC. (One character/symbol per box.)

FOR MDA/SOC USE ONLY

Date Form Received: _____ Attendee Code: _____ Date Entered Database: _____

FORTDIS Approval Number: _____ Date Approved: _____

FORTDIS DB Review (Date of Last Check): _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

(Date) (Date) (Date) (Date) (Date) (Date) (Date) (Date) (Date) (Date)

Notified by: (check one: ❑ Email ❑ Phone) on _____ concerning receipt/status or discrepancy notification.

Discrepancies_____

Comments_____

This form and your approved visit request (through appropriate channels) must be received at MDA by 31 October 2014.

CONFERENCE REGISTRATION FORM

Year 2014 Multinational BMD Conference and Exhibition

AIAA
Shaping the Future of Aerospace

17–19 November 2014
JW Marriott Bucharest Grand Hotel

REGISTRATION FORM (or register online at www.aiaa.org/mnc2014)

All registrants please complete the information below.

Conference Badge Name _____ First/Given Name _____ M.I. _____ Last/Family Name _____

Organization Name/Division/Mailstop _____

Address _____

City _____ State _____ Country/Zip/Postal Code _____

Email Address _____ Daytime Phone Number _____

Fax Number (include country code) _____ Job Title/Rank _____

AIAA MEMBERSHIP

For those paying the full conference registration fee, sign below to receive your complimentary one-year AIAA membership. (Offer valid within six months of conference start date.)

Signature_____ Date_____

❑ Check here if you are renewing or reinstating your membership. (You must pay full nonmember conference fee.)

RETURN FORM TO:

1) For fastest, easiest service, register online at **www.aiaa.org/mnc2014**

2) By mail: return completed form with payment to
AIAA
ATTN: Sandra Turner
1801 Alexander Bell Drive, Suite 500
Reston, VA 20191

3) By fax: send the signed, completed form with credit card payment to **703.264.7657**

Registration forms must be received by **31 October 2014.** Registration forms cannot be processed without full payment.

You are not registered unless both the registration form and the security form are submitted and processed.

Cancellations must be received no later than **3 November 2014**. There is a $100 cancellation fee. Registrants who cancel beyond this date or fail to attend the conference will forfeit the entire fee. For questions, please contact Sandra Turner, AIAA conference registrar, at +1.703.264.7508 or sandrat@aiaa.org.

❑ Check here if you need to make special arrangements due to a disability. Attach requirements on a separate sheet of paper.

FORM OF PAYMENT

AIAA Member No. _____

❑ Purchase Order
❑ Check
❑ Travelers Check
❑ Wire Transfer
❑ American Express
❑ VISA
❑ MasterCard
❑ Diners Club

Credit Card Number:

_____

Expiration Date _____Month _____Year

Signature:_____

Email address of cardholder for receipt:

_____

All registrants must provide a valid ID (driver's license or passport) when they check in.

REGISTER ON OUR WEBSITE:

www.aiaa.org/mnc2014

Select "Register Now" to access the secure online registration form. Use credit card only. Follow the steps for registration.

2 Select your registration option below. Payment by check, credit card, or money order—payable to AIAA—must accompany registration. To pay the member rate, your membership must be in good standing.

—REGISTRATION OPTIONS—

All registrants must provide a valid ID (driver's license or passport) when they check in.

	Conference	Government or AIAA Member
OPTION 1: ALL SESSIONS (17–19 NOVEMBER 2014)	❑ $1,364	❑ $1,165

Includes attendance to sessions, exhibits, and daily lunch. (Includes 24% VAT)

Reminder: you are **not approved to attend** unless both the registration form and the security form are submitted and processed.

Conference and Security Registration Deadline: 31 October 2014

TOTAL DUE: $ _____

Please note that photographs and video taken by or on behalf of AIAA of event activities and attendees shall be the property of AIAA. By registering for this event, you consent to the use by AIAA of any photograph or video in which you appear, including for promotional purposes, in print, digital, or other format, without notice or compensation to you.

Pico International (LA) Inc.
2716 Ocean Park Blvd, Unit 1020
Santa Monica, CA 90405
United States of America
Tel +1 310-450-1028
Fax +1 310-450-7080
www.pico.com
reply to: jiggs.ibarrola@us.pico.com

MULTINATIONAL BMD 2014 EXHIBITION
NOVEMBER 17 - 19, 2014
JW MARRIOTT BUCHAREST HOTEL
BUCHAREST, ROMANIA

Dear Exhibitor,

Pico International (LA) Inc., is pleased to inform you that we have been appointed as the Official General Exhition Contractor for this year's Multinational BMD Exhibition which will take place on November 17-19, 2014 at The JW Marriott Bucharest Hotel in Bucharest, Romania

Kindly take time to review the attached information and order forms. Please ORDER IN ADVANCE all the services and items that you require for the event to ensure a smooth and well-coordinated preparation for the installation, show days and dismantling.

The following are attached and these forms are DUE ON OCTOBER 8, 2014.

1) **Form 1 (Payment information): We accept two (2) forms of payment - bank wire transfer OR, American Express card. For thos who prefer to pay by bank wire transfer, the bank information can be provided upon request**
2) **Form 2 (Shell Scheme): This form is for those who plan or have secured a shell scheme package**

3) **Form 3 (Furniture/Graphics): Provides you a basic list of furniture items and graphics works that we can provide. There are more furniture available to rent. Please inquire by email for additional items. A furniture catalogue is also provided for your reference.**

Audio Visual equipment rental: please inquire by emailing your requirement

Custom Booth rental and build: as a Total Brand Activation company, we specialize in creating impressive designs and messaging . To arrange a one-on-one meeting call to discuss details, please email us.

On behalf of the entire Pico Group, we look forward to supporting you during the Multinational BMD 2014.

Sincerely,

Jiggs Ibarrola
Email: jiggs.ibarrola@us.pico.com

Pico International (LA) Inc.
2716 Ocean Park Blvd, Unit 1020
Santa Monica, CA 90405
United States of America
Tel +1 310-450-1028
Fax +1 310-450-7080
www.pico.com
reply to: jiggs.ibarrola@us.pico.com

FORM 1 PAYMENT

All orders require full payment either by American Express credit card or wire transfer. Items without payment will not be delivered. Any remaining balance will be charged to the Amex card on file.

DEADLINE FOR SUBMISSION OF THIS FORM: OCTOBER 8, 2014

PLEASE PRINT OR TYPE **Booth Number**_____

COMPANY NAME _____

Address _____

City _____

Ordered by _____ **Date** _____

Phone _____ **Fax** _____ **Email** _____

A) BANK/WIRE TRANSFER:

Information to be provided upon request

B) CREDIT CARD AUTHORIZATION: AMERICAN EXPRESS ☐

Account#

___ ___ ___ ___ / ___ ___ ___ ___ ___ ___ / ___ ___ ___ ___ ___

Expiration Date:

___ ___ / ___ ___ ___ ___

Cardholder's Signature: _____

Cardholder's Name (please print): _____

Cardholder's Billing address:

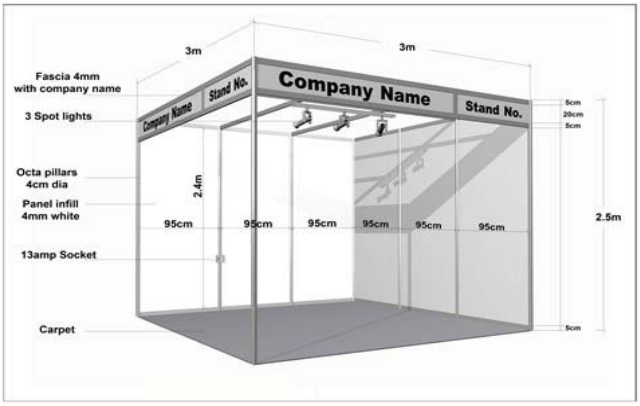
Company Name: _____
Address: _____
City: _____ **Country:** _____
Email: _____ **Contact Name:** _____
Phone: _____ **Fax:** _____

Pico International (LA) Inc.
2716 Ocean Park Blvd, Unit 1020
Santa Monica, CA 90405
United States of America
Tel +1 310-450-1028
Fax +1 310-450-7080
www.pico.com
reply to: jiggs.ibarrola@us.pico.com

FORM 2 SHELL SCHEME

All materials are on rental basis and remain the property of Pico International (LA) Inc. and its associates. The signature and name/contact information stated on the box below is deemed responsible for these ordered items and for their condition at the close of the show.

DEADLINE FOR SUBMISSION OF THIS FORM: october 8, 2014



US$160.00
per SQM

SPECIFICATION: ***(Note: carpet is not included, venue is carpeted. If required, request for quote)***
Octanorm system, anodized aluminum frames and extrusions and white wall insert panels including:

1) ***Two (2) White Gilbert chairs***
2) ***One (1) Table (80x80cm)***
3) ***Three (3) arm spotlights (for 9 sqm)/or 1 track light with 3 spot lights***
4) ***One (1) power outlet (max of 2kw)***
5) ***One (1) company name in black vinyl sticker (please indicate company name below, max of 20 letters)***

Price per SQM
US$160.00 x _____ sqm equals (=) US$ _____

Company Name _____ Booth Number_____
Address: _____
City: _____ Country: _____
Email: _____ Contact Name: _____
Phone: _____ Fax: _____

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Santa Monica, CA 90405
United States of America
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reply to: jiggs.ibarrola@us.pico.com

FORM 3 FURNITURE/GRAPHICS

All materials are on rental basis and remain the property of Pico International (LA) Inc. and its associates. The signature and name/contact information stated on the box below is deemed responsible for these ordered items and for their condition at the close of the show.

DEADLINE FOR SUBMISSION OF THIS FORM: OCTOBER 8, 2014

Description	Quantity	Price US$)	Total
One meter wall, octanorn system (250cmH)		$85.00	$_____
Arm spotlight (100W)		$80.00	$_____
Halogen light (150W)		$125.00	$_____
Sideboard (100cmW/100cmH/50cmD, woodgrain)		$115.00	$_____
Round Table		$100.00	$_____
Square Table		$100.00	$_____
Bistro Table		$120.00	$_____
Gilbert chair		$60.00	$_____
Single sofa seat		$120.00	$_____
Barstool		$90.00	$_____
Waste Basket		$10.00	$_____
Brochure Holder		$90.00	$_____
Digital Print (file must be print-ready)		$125/sqm	$_____
Logo print (file must be print-ready), foil cut 3 colors & below		$185.00	$_____
***AV rental: available upon request**			
TOTAL			$_____

Company Name _____ **Booth Number**_____
Address: _____
City: _____ **Country:** _____
Email: _____ **Contact Name:** _____
Phone: _____ **Fax:** _____

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Fax +1 310-450-7080
www.pico.com
reply to: jiggs.ibarrola@us.pico.com

FORM 3A FURNITURE CATALOGUE

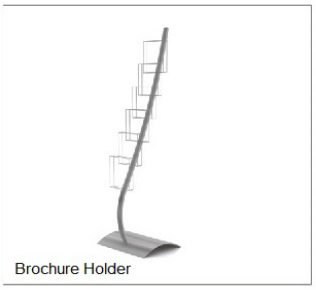
All materials are on rental basis and remain the property of Pico International (LA) Inc. and its associates. The signature and name/contact information stated on the box below is deemed responsible for these ordered items and for their condition at the close of the show.

DEADLINE FOR SUBMISSION OF THIS FORM: OCTOBER 8, 2014

Gilbert Chair

Barstool

Bistro Table


Brochure Holder

Round Table

Square Table

Single Sofa Seat

Sideboard (woodgrain)

Wastebasket

Laptop (15")

LCD (40")

Company Name _____ **Booth Number**_____
Address: _____
City: _____ **Country:** _____
Email: _____ **Contact Name:** _____
Phone: _____ **Fax:** _____

WORLDWIDE SHIPPING INSTRUCTIONS
BMD 2014
BUCHAREST, ROMANIA
17-19 NOVEMBER

TWI has been appointed by the ***American Institute of Aeronautics & Astronautics*** as the official transportation coordinator of equipment and display materials for U.S. exhibitors participating in the BMD 2014 exhibition. The information on the following pages lists shipping dates, consolidation points and documentation requirements for the transportation of your material into the Romania.

AIR FREIGHT DEADLINES AND ON-SITE DELIVERY DATES

The following air freight cut-off dates have been selected to allow you to have as much time as possible to prepare your exhibition materials prior to shipment:

Road Freight by Full Trailers (FTL)	16-17 November
Road Freight by Groupage Trailers (LTL)	13-14 November
Air Freight	10 November
Sea Freight	3 November

CUSTOMS CLEARANCE

Customs clearance will take 3 working days before the delivery of the goods to the stand.

CONSIGNMENT & SHIPPING INSTRUCTIONS

Consequently, we would like to advice you regarding the conditions in which the exhibits (including the mock up, demo military equipment, military vehicles so on) attends in BMD 2014 Bucharest, Romania .

The military goods must be passive, firing pin without tip and ropes mounted .
This sentence has to obligatory drafted on the ATA carnet and/or Pro-forma Invoice /Packing List which shall accompany the cargo.

For the goods outside of the European Community it's required the copies of Pro-forma Invoice/Packing List or ATA carnet & Power of Attorney & pictures of products with 10-15 working days before the arrival of the goods in Romania. This time is strictly necessary to check with our National Agency for Exports Control (A.N.C.E.X) in order to get a import permit/negation which allow the right of the entrance of the exhibits on Romanian territory .
Only our A.N.C.E.X should decides if is necessary or not to be released a import license or a negation.

For the goods inside of the European Community it's required the copies of Pro-forma Invoice/Packing List & Power of Attorney & pictures of products with 10-15 working days before the arrival of the goods in Romania. This time is strictly necessary to check with our National Agency for Exports Control (A.N.C.E.X) in order to get a import permit/negation which allow the right of the entrance of the exhibits on Romanian territory .
Only our A.N.C.E.X should decides if is necessary or not to be released a import license or a negation.

Filling in the transport documents:

1. TIR Carnet, CMR, Pro-forma Invoice, Packing List and power of attorney for an alternative of road transport.
2. ATA Carnet, Packing List , power of attorney, CMR, AWB or B/L for an alternative of road transport, airfreight or sea freight.
3. AWB, Pro-forma Invoice, Packing List, power of attorney, for airfreight. Pls. send your shipments freight pre-paid, on own MAWB, consigned to below mentioned address.
4. Bill of Lading, Pro-forma Invoice, Packing List and power of attorney for sea freight. Pls. send your shipments C & F on B/L, consigned to below mentioned address

(Depending on the goods, Customs Authorities can demand extra documents such as: Quality, Health, Origin, Conformity, and Guarantee Certificates).

Instructions for filling in the documents:

1. On **CMR, AWB or Bill of Lading** the consignee has to word out:
2. "Name of Exhibition
   Name of exhibitor
   Pavilion no …., stand no …….
   C/O Schenker Romtrans Fairs Dept.
   The address should be issues like bellow mentioned at #1 or #2. "
   #1 the full trailers (FTL) should arrive our warehouse address first*: Bldv Marasti 65-67, Sector 1, 011465 Bucharest.*
   #2 the goods delivered us by groupage trailers (LTL) should arrive to our warehouse address : *Marasti Avenue 65-67, sector 1, 011465 Bucharest,*
3. Notify on **AWB or Bill of Lading** should be filled in as follows:
4. '' Schenker Romtrans Fairs Dept., phone :+40.21.234.0425/0420/0437 ; fax :+40.21.317.61.20 '
5. Supplementary instruction on **CMR** :" temporary import clearance have to be done at Customs Office code ROBU1200 by Schenker - Romtrans Fairs Dept"
6. Romanian Customs Authorities has been decided that only by this Customs Office called ANTREPOZITE to be done the temporary import clearance for the goods which attend in the Fairs & Exhibitions or the Congress which is been hold in Bucharest.
7. For the goods which arrive under Pro-forma Invoice/Packing List, the time for temporary importation allowed by Romanian Customs Authorities is maximum 2 months.
8. Courier delivery address: we strongly recommend not sending Courier shipment direct to yr. stand unless you have a member of yr. stuff present to receive them. If you do send goods by courier we suggest that you send them to our address: DB Schenker Romtrans Fairs Dept., Romania, Bucharest, sector 1, 65-67 Marasti Avenue, postal code 011465 – inside of Romexpo area.

PRO-FORMA INVOICE/PACKING LIST

Pro-forma invoice has to provides no. of pieces, description of goods, custom tariff (customs code according to the Brussels Nomenclature), gross/net weight of each item, unit/total price of each item terms of delivery only CIF-Bucharest.

On pro-forma invoice the consignee has be filled in as follows:

"Name of Exhibition"
Name of Exhibitor
Pavilion No……., Stand No…….
C/O Schenker Romtrans Fairs Dept.
Bucharest, Sector 1, 65-67 Marasti Avenue

Packing list has to provide no. of pieces, description of goods, gross/net weight of each collie, terms of delivery CIF-Bucharest. At the same time the consignee has to be filled just like above mentioned in the

pro-forma invoice. For the goods INSIDE of the EUROPEAN COMMUNITY, besides the above mentioned should also be filled the value/each item.

Blank copies of the pro-forma invoice/packing list are included for your shipment. The pro-forma invoice/packing list should be prepared with the following details:

- **Permanent Importation** (customer goods/prospects, catalogues and advertising materials); In this pro-forma invoice should be made the ***remark "goods for free distribution during the Fair; the value only for customs"***
- **Temporary Importation** (exhibits or stand materials)
- Pro-forma invoices and packing lists can be combined on one document if they list quantity, description, and value of EACH ITEM shipped as well as weight and dimensions of EACH PACKAGE in the shipment.
- Your company's Federal employer I.D. number and any applicable license numbers should also appear on the pro-forma invoice, as well as a stamp with your company logo.
- Make sure to include (in English only), a complete, precise and simple non-technical description of all items on the pro-forma invoice.
- Please indicate gross weight and net weight per position on the invoice as well as the quantity per position on the invoice (i.e., 100 pens in 1 carton).
- Every article with different custom code must be listed. (BTN Codes, but figures are requested).
- Please include the case size and Cubic Meter (CBM); the following calculations will provide assistance: LxWxH in inches x .0000164 = CBM LxWxH in centimeters ÷ 1,000,000 = CBM
- Material not returning from the show (i.e., items to be sold, literature, giveaways, etc.) must be packed and listed on a separate invoice. In this instance, use the pro-forma invoice for permanent importation and label the invoice "consumed".
- Your shipment should include Four (4) typewritten copies of each pro-forma invoice, with each copy bearing an original signature in blue ink and company stamp and in PDF and Excel electronic format.
- IMPORTANT: The importation of alcohol and tobacco is prohibited.
- NOTE: Romanian Customs Authorities accept only original documentation including signatures and stamps.
- Please ensure that all statements as consignee-address, quantities, weights and values mentioned in all your issued export and transport documents are identical.

PLEASE DO NOT SEND ANY KIND OF GOODS THAT ARE NOT DECLARE ON THE "PRO-FORMA/INVOICE/PACKING LIST"

DOCUMENT DEADLINE

Please submit a copy of the pro-forma/invoice/packing list, power of attorney and the Handling of Empties order form, to Schenker Romtrans.

Document deadline: October 24, 2014

CONSUMER GOODS/IMPORT RESTRICTIONS

Consumer Goods

Duties will be charged for all kinds of customer-goods (advertising material/prospects, catalogues and give-aways) and are not allowed for sale or t be returned to sender (re-export) after the exhibition. It is not allowed the sale of exhibitors to visitors during the Fair.

Import Permits/Restrictions

Several import permits/restrictions are requested for several products such as:

- Alcoholic drinks
- Colors and paints
- Food stuff
- Temperature regulating systems (air-conditioner, refrigerator, etc)
- Coffee
- Cigarettes
- Mineral oils
- Gold and Platinum Jewels
- Military goods

STORAGE OF EMPTIES

According to the ORDER (please check the attachment) the invoice will be issued. Later claims concerning the volume or damage cannot be accepted. **For goods remaining- on whatever reason – within the empties we do not take over responsibility. Goods like that are to be declared at the time of handing over.**

SHIPMENTS WITH NON-MANUFACTURED WOOD PACKING

All shipments containing Non-Manufactured Wood Packing (NMWP) must be either heat-treated or fumigated. This is not a paper-based certification system therefore the NMWP and solid wood packing material (SWPM) must bear markings indicating the type of treatment under the ISPM 15 regulations. Any packing that does not comply with the requirements will be refused, destroyed, or return to its origin, resulting in a considerable delay.

INSURANCE

It is the responsibility of each exhibitor to secure insurance coverage for their goods throughout the entire shipping process, starting when the goods are en-route to the domestic consolidation point, during the exhibition, until return to the ultimate consignee. Please note that freight remains in the custody of the shipper from the time it is delivered to your booth by TWI or its agent, until the time it is retrieved from the floor by TWI or its agent. Freight left at your booth at the close of the exhibition may be unattended for a period of several hours or several days. It is the responsibility of the shipper to insure or otherwise provide for the security of unattended freight.

Goods not listed on the commercial invoice/packing list will not be covered by insurance. It is the responsibility of the exhibitor to insure that all documentation corresponds to the items being shipped.

CONTACTS

TWI GROUP

Sue Gestring sgestring@twigroup.com
Phone: +1 702 691 9005

SCHENKER ROMTRANS FAIRS & EXHIBITIONS DEPT.

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Liviu Sandru liviu.sandru@dbschenker-romtrans.com
Claudiu Frujinoui claudiu.frujinoiu@dbschenker-romtrans.com
Phone: 0040.21.234.0425 /0420/0427

IN CLOSING

TWI wishes you an extremely successful show and will be happy to help you in any way possible. If you have any questions that are not answered here, have special arrangements with which you need assistance, or require further information regarding shipping to an international exhibition, please call at your convenience.

Attachment form. : 1

P O W E R O F A T T O R N E Y

Herewith we ..... as owner of the goods

authorize SCHENKER - ROMTRANS FAIRS DEPT. - Romania, Bucharest, sector

1, 65-67 Marasti Avenue to utilize our ATA-CARNET no: .....

for temporary importation and re-export of the goods listed and to make all the

necessary statements to A.N.C.E.X and to Romanian Customs Authorities on our

behalf concerning our participation at BMD 2014 in BUCHAREST.

Power of Attorney given by :

Name of Authorized person :

…… **…….……**

Place and date of issue **Signature and Stamp**

Attachment form. : 2

P O W E R O F A T T O R N E Y

Herewith we ..... as owner of the goods

authorize DB SCHENKER - ROMTRANS FAIRS DEPT. - Romania, Bucharest,

sector 1, 65-67 Marasti Avenue to receive, deliver and transport our exhibits

mentioned on Proforma Invoice/Packing List no: ..... and to make

all the necessary statements to A.N.C.E.X and to Romanian Customs Authorities on

our behalf concerning our participation at BMD 2014 in BUCHAREST.

Power of Attorney given by :

Name of Authorized person :

…… **……**

Place and date of issue **Signature and Stamp**

Attachement form : 3

DB Schenker - Romtrans
FAIRS & EXHIBITIONS DEPT.
Bucharest, sector 1, 65-67 Marasti Avenue
Romania

DATE : **POSITION :**

ORDER FOR EMPTIES

Exhibitor .....

Pavilion no..... **Stand .....**

Ready to be picked up from the booth **Requested to be returned to booth**

Time and date : **Time and date :**

Collies :.....

Crates :.....

Cartons : .....

Container :.....

Unit – cbm :

Pick up done to the date : **Delivered to the date :**

According to that ORDER the invoice will be issued. Later claims concerning the volume or damage can not be accepted. For goods remaining – on what reason ever- within the empties we do not take over responsibility. Goods like that are to be declared at the time of handling over.

Exhibitor **DB Schenker Romtrans**

Signature …… ……

ON-SITE / RETURN SHIPPING REQUIREMENTS

SHOW NAME: _____

DATES: _____

EXHIBITOR NAME: _____

BOOTH NUMBER: _____

REQUIRED SET UP /DELIVERY DATE:_____

YOUR ON-SITE REPRESENTATIVE INFORMATION

What is the name of your company's representative who will be attending the show?

_____

At what hotel will they be staying? Please include hotel phone # and room # if available.

_____

On-site telephone # and cell phone # of your representative:

_____

RETURN DELIVERY INFORMATION

At the conclusion of the show, to what address should we return your freight?

COMPANY NAME: _____

DELIVERY ADDRESS: _____

_____

ATTENTION: _____

TELEPHONE NO: _____

METHOD OF RETURN TRANSPORT SELECT ONE:

Rush Air _____ Normal Air _____ 10-14 Days Ocean _____

If you require a different return method, please specify:_____

PLEASE FAX OR E-MAIL THIS FORM TO YOUR TWI REPRESENTATIVE.